

Memorandum

To : Department Heads and All Administrative Staff

Date : April 16, 2007

File No. :

From : Matthew Roberts, Director
Contract & Procurement Services
&
Mark Hunter, Director
Facility Services

Copies : Larry Kelley, Vice President AFD
Rick Ramirez, Assoc Vice
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**Subject: GUIDELINES FOR ACCESSIBILITY AND INSTALLATION
OF NEW OR RECONFIGURED SYSTEMS FURNITURE**

GUIDELINES FOR ACCESSIBILITY AND INSTALLATION OF NEW OR RECONFIGURED SYSTEMS FURNITURE

General: Americans with Disabilities Act Accessibility Guidelines (ADAAG) and Title 24 require furniture installations to be accessible. The purchase and installation of new or reconfigured furnishings that influence access, egress and/or circulation of public spaces including (but not limited to) an office, lecture room and/or labs will require review and approval prior to installation in order to assure a safe and code compliant environment. These review services are provided free of charge to the campus community.

Accessibility Review and Installation Requirements:

- Requestors will require vendors to provide an ADA compliant layout drawing of a proposed furniture installation. A layout drawing must include dimensions for accessible approach, entry, egress per ADAAG and be certified "ADA Compliant" by the vendor.
- Requestors will submit certified drawing to Contract & Procurement Services (C&PS). C&PS will coordinate with Facility Services who reviews and approves the drawing for ADA compliance and determines if a building permit is necessary. If a building permit is required, requestor will be asked to submit a request for a building permit: http://www.facilities.calpoly.edu/buildingpermit/bldg_permit.htm to Facility Services.
- If the drawing is **not approved** for ADA Compliance, C&PS will request the vendor to re-submit an ADA compliant drawing.
- If the drawing is **approved**, C&PS will email requestor with the final approval to proceed with a purchase requisition.
- During the installation, it is the responsibility of the department to have the vendor install the furnishings in conformance with the approved layout incorporating all applicable codes, regulations and requirements.
- Requestors may contact Facility Services directly for guidance on accessibility questions:
Spencer Meyer
Construction Inspector
805-756-7227
smeyer@calpoly.edu
- Requestor may also request that Facility Services provide installation by submitting a Service Request <http://www.facilities.calpoly.edu/services/forms/FAC-7ServReq05.doc>